

Checklist for Plan Approval

(For CDE/SFPD Internal Use Only)

Site Layout:

- ☐ Ingress/egress is safe and wisely planned. Traffic pattern is smooth.
- ☐ Separate bus ingress, egress, loading and parking areas.
- ☐ Separate parent drop off.
- ☐ Circulation: smooth student traffic flow between building.
- ☐ Building placement is compatible; i.e. band room is not next to library.
- ☐ Playfield layout: efficient use of space and can be easily supervised.
- ☐ Placement of buildings: favorable orientation to wind, sun, rain, and natural lighting.
- ☐ Design of school does not create supervision problems.
- ☐ Note location of planned portables for expansion.
- ☐ Restrooms should be conveniently located and easily accessible.
- ☐ Support services should be appropriately located with direct access to those areas.
- ☐ Location of special education classes should not all be grouped together such as special education wing or cluster.
- ☐ Appropriate site security; proper fencing, adequate lighting, alarms.

Classrooms:

- ☐ Proposed student capacity of the school is consistent with the needs of the district.
- ☐ Policy for square footage in Title 5 is followed.
- ☐ Capacity of classrooms and number of teaching stations are commensurate with master planned site.
- ☐ RSP space: one designation of at least 240 sq. ft.
- ☐ Speech: one designation of at least 200 sq. ft.
- ☐ Special education classrooms are at least same size as regular classrooms, properly equipped for type of handicapping condition and disbursed throughout campus.
- ☐ Classroom size and layout is related to function, i.e. home economics, shops, science labs, special education, kindergarten.
- ☐ Medical Therapy units, if required, should be located close to parking lots and accessible after school hours while the rest of the campus is closed.
- ☐ Small group instruction classrooms are contiguous to other teaching areas.

Locker / Gym / Cafeteria / Library:

- ☐ Provisions for public use of toilets without access to locker or team rooms.
- ☐ Windows in coaches' offices placed so shower and locker area can be monitored.
- ☐ Number and location of exits appropriate.
- ☐ Note stage placement and height.
- ☐ Appropriate ceiling height (gym min 20', multi 16' ok).
- ☐ Adequate shower/locker space.
- ☐ Smooth traffic flow in cafeteria lines.
- ☐ Exterior access to library for public use if planned as joint-use project with another agency.
- ☐ Stage/platform area should have handicap access.

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Science:

- ☐ Eyewashes and deluge shower are located in science lab.
- ☐ Science classrooms meet Title 5 Regulations.
- ☐ Adequate circulation space between built-in stations.
- ☐ Fume hoods for science laboratories.
- ☐ Secured storage area for chemicals.

Administration:

- ☐ Direct access for students to pupil personnel services area.
- ☐ Administration secretary has clear view of nurse's office for backup supervision when nurse is absent.
- ☐ Accessible countertops, (handicapped and primary) partial high, partial low.

Kindergarten:

- ☐ Coat rack locations and cubbies are well located.
- ☐ Window locations and height of sills (3-4') are appropriate.
- ☐ Cabinet heights are appropriate.
- ☐ Play area is visible for supervision.
- ☐ Amount and type of storage is adequate.
- ☐ Sink placement and height of drinking fountains appropriate.
- ☐ Adequate accessibility to toilets.
- ☐ Wet and dry area – wet area has no carpet.
- ☐ At least 1350 sq. ft. overall, per Title 5.
- ☐ Easily accessible to pick-up or bus loading.

Exterior / Interior Elevations:

- ☐ Effective layout of lighting grids, energy saving wattage, usage of natural lighting, window placement.
- ☐ Air-conditioning units – type, location and duct layout.
- ☐ Adequate ventilation when not a closed environment.
- ☐ Book cases – proper placement and height.

Miscellaneous:

- ☐ Adequate entrances and exits located for efficient traffic flow and safety.
- ☐ Adequate amount of storage.
- ☐ Water closets and urinals according to Title 5 Regulations.
- ☐ Bike enclosure has proper security.
- ☐ Access for ladders to multi-roof levels.
- ☐ Scuppers and overflow drains on flat roofs.
- ☐ Check for potential noise problems.
- ☐ Consistency between 2A's and 3A's.